

# Steven Hicks

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I am currently looking to obtain a position that will facilitate my career utilizing my Bachelor of Science in Business Management Degree, innovative online marketing strategies, professional web development, personal skills and positive attitude.

Willing to relocate: Anywhere  
Authorized to work in the US for any employer

## Work Experience

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### **Advisor**

IIMIInc  
2009 to Present

I specialize in helping small business owners grow their business in 6 months or less:

- Strategic Development
- Business Consultant
- Risk Management
- Digital Marketing
- Web Development
- Increase Sales

## Education

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### **Bachelor of Science in Business Administration**

University of Phoenix - Phoenix, AZ  
2011 to 2014

Arizona State University - Phoenix, AZ  
2009 to 2010

## Skills

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- Customer service
- Marketing
- Restaurant experience
- Sales
- Risk Management
- Business Management

- Digital Marketing
- Search Engine Optimization (SEO)
- Business Consulting
- E-Commerce
- Outbound Sales
- WordPress

## Certifications and Licenses

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### **Bachelor of Science Business Management**

December 2014

### **Driver's License**

September 2023 to September 2030

## Assessments

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### **Spreadsheets with Microsoft Excel — Proficient**

October 2023

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Proficient](#)

### **Sales skills — Proficient**

September 2023

Influencing and negotiating with customers

Full results: [Proficient](#)

### **Outside sales — Proficient**

October 2023

Understanding and responding appropriately in sales scenarios, and performing common sales calculations

Full results: [Proficient](#)

### **Management & leadership skills: Impact & influence — Proficient**

October 2023

Choosing the most effective strategy to inspire and influence others to meet business objectives

Full results: [Proficient](#)

### **Marketing — Proficient**

October 2023

Understanding a target audience and how to best communicate with them

Full results: [Proficient](#)

### **Analyzing data — Proficient**

October 2023

Interpreting and producing graphs, identifying trends, and drawing justifiable conclusions from data

Full results: [Proficient](#)

### **Warehouse safety — Proficient**

September 2023

Using safe practices in a warehouse setting

Full results: [Proficient](#)

### **Social media — Proficient**

October 2023

Knowledge of social media techniques and analytics interpretation

Full results: [Proficient](#)

### **Proofreading — Proficient**

October 2023

Finding and correcting errors in written texts

Full results: [Proficient](#)

### **Principles of accounting — Proficient**

November 2023

Preparing financial records according to federal policies

Full results: [Proficient](#)

### **Mechanical knowledge — Proficient**

October 2023

Understanding and applying mechanical concepts and processes

Full results: [Proficient](#)

### **Customer focus & orientation — Proficient**

October 2023

Responding to customer situations with sensitivity

Full results: [Proficient](#)

### **Attention to detail — Proficient**

October 2023

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

### **Written communication — Proficient**

October 2023

Best practices for writing, including grammar, style, clarity, and brevity

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.